Memorandum

To: Provosts and Chief Academic Officers
From: Paula K. Compton Ph.D., Associate Vice Chancellor
Date: March 17, 2023
Subject: Endorsement Survey: Industry Recognized Credential Assurance Guides
          (ITAGs) in Microsoft Office Certifications

Background Information: The Ohio Department of Higher Education (ODHE) is reaching out to collect responses from all two- and four-year Ohio public institutions of higher education regarding a proposed alignment for the Industry Recognized Credential Assurance Guide (ITAG) in four Microsoft Office Certifications.

The Industry Recognized Credential Transfer Assurance Guide (ITAG) is a statewide transfer initiative that guarantees the award of college-level credit to students earning agreed-upon industry recognized credentials. The ITAG initiative was instituted by the Chancellor in February 2021. Students meeting credentialing requirements, regardless of where the learning was achieved, will be eligible to earn credit for specified courses deemed equivalent by faculty and endorsed by Ohio's public institutions of higher education.

To reduce variability across Ohio in the transfer credit evaluation and application process, a set of college-level learning outcomes will be established for each ITAG. The set of learning outcomes, which will be aligned with applicable third-party program accreditation, credentialing, and/or other industry standards, will be vetted by faculty and industry as needed.

Proposed Microsoft Office ITAGs: The proposed ITAGs would establish sets of statewide learning outcomes for four courses at Ohio's public colleges and universities and would align standards taken from four Microsoft Office exams to those learning outcomes. If approved, the ITAGs would allow students who hold the Microsoft Office certifications in the table below to be awarded the indicated credit hour(s) toward an equivalent course, regardless of where the education/training occurred. Those seeking credit would be required to pass the indicated Microsoft Office exam and obtain a certificate.

Credential Name	Exam	Proposed Course Name	Proposed Credit Hours
Microsoft PowerPoint Associate Level Certification	MO-300	ITMSOS001 Introduction to Microsoft PowerPoint	1

Mike DeWine, Governor
Randy Gardner, Chancellor

Microsoft Excel Associate Level Certification	MO-200	ITMSOS002 Introduction to Microsoft Excel	1
Microsoft Word Associate Level Certification	MO-100	ITMSOS003 Introduction to Microsoft Word	1
Microsoft Access Expert Level Certification	MO-500	ITMSOS004 Introduction to Microsoft Access	1-2

What We Need from You: This memo addresses the need for statewide endorsement of the proposed learning outcomes and the alignment of the standards taken from the Microsoft Office exams to those learning outcomes. We ask that **one representative** submit a single response to this survey on behalf of your institution as soon as possible, but no later than **Friday, March 31, 2023**. Please forward this memorandum and accompanying attachments to the appropriate faculty. We recognize that one faculty member may not be familiar with the content and subject matter of all four courses, so a PDF copy of the survey is included with this memo so that the representative can consult with other faculty as needed and compile answers prior to survey submission. The copy is for reference only and responses should only be submitted using the survey link.

Survey: https://www.surveymonkey.com/r/ZSNKX69

Dr. Tom Mays, Miami University, serves as our lead faculty expert and worked with a faculty panel to complete this alignment.

Thank you for your assistance with this important matter.

Attachments 2